

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, January 8, 2019**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, January 8, 2019. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Barb Bennett, Barbara Jones, Jared Miller, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Drew Kenton, Amanda Standerfer, and Anke Voss

Also present: Kevin Lau

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

Barbara Jones asked to change agenda item 10.2 to just Strategic Planning Process.

APPROVE THE AGENDA

It was moved by Jared Miller, seconded by Barbara Jones, and passed unanimously to approve the agenda as amended.

CALL FOR EXECUTIVE SESSION

An executive session is on the agenda.

PUBLIC COMMENT

None.

PRESENTATIONS

Drew Kenton asked the Board if they had any comments about the draft Technology Plan. Chris Scherer asked for some wording changes in heading of section F, stating that the section was a mixture of accomplishments and goals.

Drew showed the Board pictures of the server room before and after IT staff reorganized and updated the Board on that project. In addition, the Library is looking at possibly changing the phone lines to voice over IP. The City of Urbana is beginning the switch, so the Library will watch and learn. The switch would require upping the Library's band width to accommodate the phones. The Library purchased a printer for printing photo quality posters. The Board asked if the Library would allow patrons to use the printer for a charge. Staff will look into that possibility.

Dawn Cassidy reminded the Board of the Per Capita requirement, which was to read chapters six to ten in *Trustee Facts File* (3rd or 4th edition). A couple of the Board members had questions about the chapters, and Dawn asked if there were any other questions from the Board. She will compile a document of the questions and answers to email to the Board.

Celeste Choate reviewed the budget process with the Board, explaining what will happen each month. In April, the Board needs to pass the budget, so that it is ready to go to the Mayor and Finance Officer. The City is working to get the structural deficit under control and plans to cut \$750,000 from both the FY20 and the FY21 budgets. Celeste will talk with the Friends of the Library and the Foundation about how they can help support the Library. Setting aside funds to cover future building expenses, i.e., carpeting, painting, furniture, will be incorporated into the budget.

ACTION ITEMS (CONSENT AGENDA)

Being that Chris Scherer asked and saw that there were no requests to separate the items, it was moved by John Thies, seconded by Michael Weissman, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Jared Miller, seconded by Beth Scheid, and passed unanimously to adopt the Technology Plan: October 2018 to January 2020, with the suggested heading change in section F.

After discussion, it was moved by John Thies, seconded by Jared Miller, and passed unanimously to approve the payment to Communico for \$11,250.

DISCUSSION ITEMS

Geoff Bant explained to the Board that the Library had hired an intern to review the Board bylaws of several libraries, comparing them to The Urbana Free Library's Board bylaws. The comparisons brought up three or four different issues that Geoff would like to see the Board discuss at future meetings.

There was discussion about the Strategic Planning process. The Plan will rely on involvement from the Board, the community, and the staff, and the Board has the ultimate decision about the final plan. Given feedback at last month's Board meeting about community involvement, two levels for deeper community engagement have been added to the planning process. A community member will be a "community conduit" as a member of the process team. The process team will be comprised of Board members, library staff, and the community conduit. Community members will also be able to participate in providing feedback/reviewing documents during the process.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Geoff Bant reported that the next IHLS meeting will be the end of the month.

ADMINISTRATIVE REPORTS

Celeste informed the Board that one of the trees in Cherry Alley will be removed to allow better camera surveillance of the bicycle racks.

Anke Voss informed the Board that it is anticipated that the porch repairs will be finished in about two to two and a half weeks, if all goes according to plan.

Celeste is waiting on setting up the group that will review the Block Plan, partly because of the holidays and the fact that the City Development staff are very busy at the moment. The original plan was from 2013/2014, and Celeste hopes to ask City staff whether the information is still relevant or given changes in the block, the plan should start over. One option is to table the Block Plan until Strategic Planning is over. Chris Scherer has asked Michael Weissman to participate in the Block Planning process.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

None.

CLOSED SESSION

At 8:50 p.m. it was moved by Barb Bennett, seconded by Beth Scheid, and passed by roll call vote to move into closed session pursuant to 5 ILCS 120/2 (c) (1) for the purpose of discussing compensation and performance of personnel; pursuant to 5 ILCS 120/2 (c) (21) Section 2.06 for the purpose of approval of closed session meeting minutes and the semi-annual review of closed session minutes; and pursuant to 5 ILCS 120/2 (c) (1)(2) for the purpose of approval of the destruction of verbatim records.

Yes votes: Geoff Bant, Barb Bennett, Barbara Jones, Jared Miller, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

No votes: None

At 9:28 p.m., it was moved by Jared Miller, seconded by Barb Bennett, and passed by roll call vote to move back into open session.

Yes votes: Geoff Bant, Barb Bennett, Barbara Jones, Jared Miller, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

No votes: None

NEW BUSINESS

It was moved by Jared Miller, seconded by Beth Scheid, and approved by Board members that attended the various closed sessions to approve the closed session minutes from February 20, 2007; June 10, 2008; March 11, 2014; April 8, 2014; July 10, 2018; and September 11, 2018. Board members abstained from voting on the meetings they did not attend.

It was moved by Jared Miller, seconded by Michael Weissman, and passed unanimously to open the closed session minutes from March 11, 2014; July 10, 2018; and September 11, 2018.

It was moved by Jared Miller, seconded by Barb Bennett, and passed unanimously to approve the destruction of verbatim records from February 20, 2007; June 10, 2008; March 11, 2014; April 8, 2014; January 10, 2017; February 14, 2017; March 21, 2017; April 11, 2017; May 9, 2017; and June 13, 2017.

ADJOURNMENT

The meeting was adjourned at 9:35 p.m.


Becky Brown, Recorder

Geoffrey Bant, Secretary/Treasurer

Date Approved: Feb 12, 2019

Supplementary information is available in the Board packet of January 8, 2019.
This meeting was taped for later broadcast on cable television.